

ADMINISTRATIVE - INTERNAL USE ONLY

FBIS-1217-86

13 JUN 1986

MEMORANDUM FOR: Director of Medical Services

FROM:

Director, Foreign Broadcast Information Service

SUBJECT: Request for Assistance

1. Pursuant to an informal conversation between [redacted] of FBIS and [redacted] of Office of Medical Services (OMS), I would like to formally request your Office's assistance in identifying and evaluating stress-producing situations related to FBIS' Modernization Program and our relocation to Reston.

2. I believe Office of Medical Services' recommendations, stemming from a professional analysis of this Office's management-of-change plans, could prove beneficial. The effort could result in reduced levels of tension and increased probability of acceptance of the Automated FBIS System by its users.

3. The first segment of the automated systems will be operational in Reston by June 1987. The next and largest delivery of equipment is scheduled for the fall of 1988. Most of FBIS will be affected by this introduction of technology as the Office currently makes limited use of older automated systems and OIT resources.

4. [redacted] indicated an interest in working with FBIS on these matters and he suggested the effort could be supported with existing OMS resources.

5. Please contact [redacted] on extension [redacted] if you have any questions regarding this request.

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